



AQUACULTURE MONTHLY HARVEST REPORT FORM INSTRUCTIONS

Maryland regulations, COMAR 08.02.23.04(D), require all Shellfish Aquaculture Harvester Permittees to submit a monthly harvest report to the Department every month of the year. The regulations also require that the report for a given month be received by the Department by the 10th day of the following month. For instance, the first monthly harvest report for January 2015 is due by February 10, 2015. Report forms, pre-addressed envelopes and barcodes for 2015 are enclosed. **Please be advised that failure to submit complete and accurate monthly harvest report forms may result in revocation of permits and registration cards and/or termination of the lease.**

Steps to Completing and Returning Report Forms

- ✓ Write in the month(s) for which you are reporting harvest.
- ✓ Write in the lease number from which you are reporting harvest.
- ✓ Circle the species harvested.
- ✓ Enter the date and harvest start time. Harvest start time is defined as the time the first shellfish is taken from the water.
- ✓ Enter the number/volume of shellfish harvested (i.e. 15 bushels OR 1,000 individuals)
- ✓ List the gear type utilized during harvest. If reporting harvest from a water column lease, please list cages, floats or bags.
- ✓ Specify the DHMH Shellfish Certification Number of the shellfish dealer to whom you sold the harvested product. If you are a certified dealer selling your own product, list your certification number in that column. If product was removed from the lease for disease testing write "Testing Sample" or if oysters were taken for personal use write "Not Sold".
- ✓ List the specific location where your shellfish product was landed. NOTE: June-September, product must be landed at your pre-declared summer landing location.
- ✓ Print your name, sign and date the form.
- ✓ **Every column should be filled in for each date of harvest.**
- ✓ Retain a copy of the form for your records.
- ✓ Fasten the appropriate month's barcode(s) to the lower right-hand corner of the report where indicated, enclose the report in one of the pre-addressed envelopes, stamp and mail to: DNR Fisheries Service, Shellfish Aquaculture Harvest Report, 580 Taylor Avenue B-2, Annapolis, MD 21401 or Fax to 410-260-8279. The report must be received by the Department by the 10th day of the month following the month the harvest occurred.

If you hold more than one lease, you must submit one monthly harvest report for each lease. If no harvest took place during a given month(s), you are still responsible for returning a report. Please fill in the month(s), check the "No Harvest" box in the top right corner of the form, print name, sign, date and follow the instructions above for mailing the form to the Department. If harvesting will not occur for more than one month on a lease, you may list and affix all barcodes for those months on the blank section of one form.

Additional Aquaculture Monthly Harvest Report forms are available online at:

<http://dnr2.maryland.gov/fisheries/Pages/Fisheries-Forms.aspx>

The Aquaculture Monthly Harvest Reporting - Video Tutorial is available online at:

<http://dnr2.maryland.gov/fisheries/Pages/aquaculture/harvest-reporting.aspx>